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Governor Scott Walker**

**TO: W-2 Agencies
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BEPS/BELP/BWF OPERATIONS MEMO					
No: 18-J7					
DATE: 06/20/2018					
FS	<input checked="" type="checkbox"/>	MA	<input checked="" type="checkbox"/>	BC+	<input checked="" type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input checked="" type="checkbox"/>	FSET	<input type="checkbox"/>
CC	<input checked="" type="checkbox"/>	W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	RAP	<input type="checkbox"/>
Other EP		<input type="checkbox"/>			

SUBJECT: *Implementation of Wisconsin Works Case Management Follow-up Plus for Individuals Meeting Federal Work Participation Requirements*

CROSS REFERENCE: [W-2 Manual Chapters 1, 2, 3, 4, 6, 7, 8, 10, 14, and 17](#)
[Operations Memo 17-23: Wisconsin Works \(W-2\) Contractor Payment Structure for 2018 W-2 and Related Programs Contracts 2017 Wisconsin Act 59](#)
[Wis. Stat. s. 49.255](#)

EFFECTIVE DATE: June 23, 2018

PURPOSE

The purpose of this memo is to:

1. Announce implementation of the Wisconsin Works (W-2) Case Management Follow-up Plus (CMF+) placement for individuals working in unsubsidized employment and meeting federal work participation requirements;
2. Highlight new W-2 policies surrounding eligibility for CMF+ and supplemental payments;
3. Describe W-2 Manual updates inclusive of the CMF+ placement;
4. Describe treatment of CMF+ supplemental payments in determining financial eligibility for Wisconsin Shares and Income Maintenance programs;
5. Clarify W-2 agency eligibility for Work Participation Rate (WPR) Numerator Performance Outcome Payments (POP) for CMF+ participants; and
6. Provide an overview of CARES Worker Web (CWW) processing for the CMF+ placement.

BACKGROUND

The federal Temporary Assistance for Needy Families (TANF) WPR measures the share of families receiving TANF cash assistance that participate in countable work activities for a specified number of hours per week. ([45 CFR 261.22](#).) While working in unsubsidized employment is a countable work activity when calculating WPR, W-2 participants working in unsubsidized employment (CMF participants) are excluded from the WPR calculation because they are not receiving TANF cash assistance.

2017 Wisconsin Act 59 established authority for the Department of Children and Families (DCF) to provide supplemental payments to W-2 participants working in unsubsidized employment and meeting federal work participation requirements.

Providing supplemental payments to W-2 participants working in unsubsidized employment serves two purposes:

1. To assist W-2 participants who enter the workforce to transition into unsubsidized employment and serve as an additional incentive for eligible families to retain employment and participate in services that may improve employment; and
2. To allow W-2 participants who transitioned to the workforce to be included in the work participation calculation and increase the proportion of families meeting federal work participation requirements.

NEW W-2 POLICY

Effective June 23, 2018, W-2 participants who obtain unsubsidized employment **and** meet minimum work participation requirements are eligible to receive a monthly \$50 supplemental payment in addition to case management follow-up services.

CASE MANAGEMENT FOLLOW-UP PLUS

The Case Management Follow-up Plus (CMF+) placement is created to distinguish a regular Case Management Follow-up (CMF) participant from a CMF participant meeting work participation requirements for a supplemental payment. Similar to a prorated-Community Service Job (CSJ) sub-placement of CSJ, CMF+ is a sub-placement of CMF. Existing CMF policies apply to CMF+. (See *W-2 Manual Updates* for a full description of policy updates.)

New Policy

Section 7.2.3.5 Case Management Follow-up Plus is created and will be incorporated into Chapter 7 of the W-2 Manual with the next W-2 Manual release.

Highlights of Section 7.2.3.5 Case Management Follow-up Plus:

- Only available to Community Service Jobs (CSJ), Wisconsin Works Transition (W-2 T), or Custodial Parent Trial Employment Match Program (TMP) who obtain unsubsidized employment.
- Minimum work participation requirements:
 - Single parent with a child under the age of 6 and works in unsubsidized employment at least 20 hours per week.
 - Single parent whose youngest child is age 6 or older and works in unsubsidized employment at least 30 hours per week.
 - Two-parent family not receiving federally-funded child care and works in unsubsidized employment at least 35 combined hours per week.
 - Two-parent family receiving federally funded child care and works in unsubsidized employment at least 55 combined hours per week.
- Must be in the CMF+ placement for one full W-2 participation period to be eligible for a \$50 supplemental payment.
- Participation is limited to 12 consecutive months in CMF and CMF+.
- Receipt of a CMF+ supplemental payment does not count towards the state 60-month or federal 60-month lifetime limit.*
- Exemption from assigning child support payments to the state.*

[See attached new W-2 Manual Section 7.2.3.5.](#)

MOVING FROM CMF+ TO PAID PLACEMENTS

The new section 10.2.5.3 describes how a participant will be paid when moving from a CMF+ placement to a paid placement during a participation period.

*W-2 supplemental payments are provided as a “separate state program” funded by the state’s general purpose revenue (GPR) funds appropriated for TANF MOE. For that reason, receipt of a supplemental payment does not count toward a participant’s state or federal 60-month time limit and the participant’s child support payments are not assigned to the state.

New Policy

The supplemental payment is a flat \$50 monthly payment, and it is not prorated when a placement change occurs in the middle of a W-2 participation period. The participant will not receive a final supplemental payment unless the participant was in the CMF+ placement for the full W-2 participation period.

[See attached new W-2 Manual Section 10.2.5.3.](#)

UPDATED POLICY

CMF+ policy updates are described below. The updated W-2 Manual sections are attached with all policy changes incorporated. Policy that was removed is struck through and policy that has been added is underlined.

EMPLOYMENT DURING UP-FRONT JOB SEARCH

Current Policy

If an applicant finds unsubsidized employment during up-front job search, the FEP must place the applicant in the CMF placement or the prorated CSJ placement.

Updated Policy

Policy is updated to make clear that the FEP cannot place an applicant who finds unsubsidized employment during up-front job search in CMF+ because only participants coming from a CSJ, W-2 T, or TMP placement may be placed in CMF+.

[See attached updated W-2 Manual Section 2.9.2.4.](#)

STATE 60-MONTH LIFETIME LIMIT

Current Policy

Months of participation in which the individual or any adult member of the individual's W-2 group has participated in a W-2 employment position, or has received benefits under a TANF-funded program or Aid to Families with Dependent Children (AFDC) JOBS program count towards the 60-month state lifetime limit.

Updated Policy

Policy is updated to clarify that because CMF+ supplemental payments are paid through state funds, not federal funds, the months of participation in the CMF+ placement where a monthly \$50 supplemental payment is received do not count towards the state 60-month lifetime limit.

[See attached updated W-2 Manual Section 2.10.2.](#)

FEDERAL 60-MONTH LIFETIME LIMIT

Current Policy

Months of assistance that are paid for with Federal TANF funds (in whole or in part) count towards the 60-month federal lifetime limit.

Updated Policy

Policy is updated to clarify that because CMF+ supplemental payments are paid through state funds, not federal TANF funds, the months of participation in the CMF+ placement where a monthly \$50 worker supplement payment is received do not count towards the federal 60-month lifetime limit.

[See attached updated W-2 Manual Section 2.10.9.](#)

EMPLOYABILITY PLAN MEETINGS AND REVIEWS

Current Policy

The FEP may conduct Employability Plan (EP) meetings by phone for participants in CMF who have work schedules that make it difficult to come into the office for a face-to-face EP appointment. The agency may change the individual's placement to CMF prior to the EP appointment only when the agency has attempted to but is unable to connect with the participant by phone. When this occurs, the agency must update the EP and reset the expiration date of the EP to 30 days after the date the CMF placement started.

Updated Policy

Policy is updated to expand allowances for over-the-phone EP meetings to participants in CMF+ who have work schedules that make it difficult to come into the office for a face-to-face EP appointment. Language describing the circumstance for changing the placement to CMF prior to the EP appointment is revised for clarity.

[See attached updated W-2 Manual Section 6.2.1.](#)

WORK VERIFICATION PROCEDURES

Current Policy

Federal TANF work verification procedures apply to all W-2 participants in the CSJ and W-2 T placement and individuals in the CMC and ARP placements who are voluntarily participating in activities.

Updated Policy

Policy is updated to clarify that federal TANF work verification procedures apply to W-2 participants in the CMF+ placement who are working in unsubsidized employment and that CMF+ participants must meet federal work participation requirements to be eligible for a supplemental payment.

[See attached updated W-2 Manual Section 6.3.2.](#)

CASE MANAGEMENT PLACEMENTS AND CHILD SUPPORT

Current Policy

The CMF placement is for participants who obtain employment while in W-2. Participants in case management positions are not subject to the state or federal 60-month lifetime limits and are not required to cooperate with Child Support.

Policy Change

Policy has been changed to reflect that CMF+ placements are also for participants who obtain unsubsidized employment while in W-2 and that participants placed in case management positions are required to cooperate with Child Support but do not have to assign a portion of the Child Support payments to the state.

[See attached updated W-2 Manual Section 7.2.1.](#)

CASE MANAGEMENT FOLLOW-UP INTRODUCTION

Current Policy

Participants who find employment while in W-2 who were previously in a paid placement are eligible for CMF. W-2 agencies are expected to provide 12 months of follow-up services to CMF participants. CARES will close CMF cases at the end of 12 months, and if a participant wishes to receive case management services beyond the 12 months allowable in a CMF placement, the FEP may change the participant's placement to CMU.

Updated Policy

Policy is updated to state that participants who find unsubsidized employment while in W-2 and were previously in a paid placement are eligible for case management follow-up services. The two case management follow-up placements are CMF and CMF+. W-2 agencies must provide up to 12 consecutive months of follow-up services to participants in CMF and CMF+. Uninterrupted months in CMF and CMF+ are counted consecutively towards the 12-month participation limit. CARES will close CMF or CMF+ cases at the end of 12 months, and a participant who wishes to receive case management services beyond the 12 months allowable for CMF and CMF+ may be placed in CMU.

[See attached updated W-2 Manual Section 7.2.3.](#)

GENERAL CMF PARTICIPANT DESCRIPTION CHARACTERISTICS

Current Policy

Participants who are working in unsubsidized employment for 30 hours or more per week are typically appropriate for CMF.

Updated Policy

To be eligible for CMF, participants are not required to meet minimum work hours. Participants who work in unsubsidized employment and meet minimum work hours for their family type are appropriate for CMF+. The policy example is updated to demonstrate the difference between placement in CMF or CMF+ when a participant is working in unsubsidized employment for 35 hours per week.

[See attached updated W-2 Manual Section 7.2.3.1.](#)

CASE MANAGEMENT SERVICES PARTICIPATION LIMIT

Current Policy

W-2 agencies must offer CMF services for up to 12 months.

Updated Policy

Policy is updated to reflect that W-2 agencies must offer case management follow-up services to CMF and CMF+ participants for up to 12 consecutive months.

[See attached updated W-2 Manual Section 7.2.3.2.](#)

APPROPRIATE PLACEMENTS FOR JOB LOSS AND REDUCTION IN HOURS

Current Policy

If the CMF participant loses his or her job or experiences a reduction in work hours, the FEP must reassess the individual to determine if there are possible unidentified barriers and move the individual to the appropriate placement.

Updated Policy

If a CMF or CMF+ participant loses his or her job or experiences a reduction in work hours, the

FEP must reassess the individual to determine if there are possible unidentified barriers. Policy is updated to clarify the appropriate placement type based on the FEP's assessment of possible unidentified barriers.

[See attached updated W-2 Manual Section 7.2.3.3.](#)

ELIGIBILITY FOR THE UNEMPLOYED INDIVIDUALS CAPABLE OF OBTAINING EMPLOYMENT (CMJ) PLACEMENT

Current Policy

CMJ is only available to W-2 applicants, and in limited situations, to case management follow-up (CMF) participants, case management unsubsidized (CMU) participants, and Custodial Parent of an Infant (CMC) participants.

Updated Policy

Policy is updated to clarify that CMJ is also available to CMF+ participants in limited situations.

[See attached updated W-2 Manual Section 7.2.4.](#)

PAYMENT DESIGNATIONS

Current Policy

CSJ or W-2 T payments must be made payable as appropriate to the participant, spouse of the participant, or guardian or conservator of the participant.

Updated Policy

Policy is updated to reflect that CMF+ supplemental payments must also be made payable as appropriate to the participant, spouse of the participant, or guardian or conservator of the participant.

[See attached updated W-2 Manual Section 10.6.1.](#)

RE-DETERMINATION OF W-2 PLACEMENT FOR TWO-PARENT HOUSEHOLDS

Current Policy

When the circumstances of a W-2 two-parent household change, the FEP needs to determine if the most employable parent is placed in the appropriate W-2 placement.

Updated Policy

There are no changes to policy; however, Example 4 is updated to demonstrate the difference between placement in CMF or CMF+ when a participant in a two-parent family is working in unsubsidized employment full-time.

[See attached updated W-2 Manual Section 14.2.2.](#)

CMF+ REFERENCES

Several updates have been made throughout the W-2 Manual to reference the CMF+ placement where policies apply to the CMF placement:

- Section 2.9.2.2 Up-front Job Search Time Frames
- Section 3.1 General Financial Eligibility
- Section 4.6.1 Relocation into or out of Milwaukee county or Between Balance of State W-2 Agencies
- Section 6.4 Employability Plan Overview
- Section 6.2.2 Employability Plan Review
- Section 7.2.2 Case Management Underemployed (CMU)
- Section 7.2.3.4 CMF and CMF+ Eligibility Requirements
- Section 7.2.4.2 Moving from Other W-2 Placements to CMJ
- Section 7.2.5 Denying or Terminating an Unsubsidized Employment Case Management Placement
- Section 7.6.1 W-2 Supportive Service Plan
- Section 8.3.1 Education and Training Activities for Unsubsidized Employment Placements
- Section 17.2.2 Eligibility Determination Process

CMF+ references are not attached to this memo and will be incorporated into the W-2 Manual with the next W-2 Manual release.

TREATMENT OF CMF+ SUPPLEMENTAL PAYMENTS

CMF+ supplemental payments are disregarded for W-2, Wisconsin Shares Child Care Assistance, Medicaid, BadgerCare Plus, and Family Planning Only Services but are counted as unearned income for FoodShare. CMF+ supplemental payments are counted as unearned income for Caretaker Supplement Buening cases only when determining if a child is needy (see the [SSI Caretaker Supplement \(CTS\) Handbook Section 3.3.1](#)).

W-2 PERFORMANCE OUTCOME PAYMENTS

W-2 agencies are eligible for four of the WPR Numerator POPs for CMF+ participants (See [Operations Memo 17-23 Attachment: W-2 Contractor Payment Structure for Contract Year 2018](#)):

1. All Families WPR Numerator (Section 3.II.G);
2. Two-Parent WPR Numerator (Section 3.II.I);
3. 50% All Families WPR Payments (Section 4.I); and
4. Monthly Vocational Training Incentive (Section 6.II).

CARES WORKER WEB CHANGES

Effective June 23, 2018, the CMF+ placement type will be available as a W-2 placement option in CWW.

OVERVIEW OF CWW CASE PROCESSING FOR CMF+

Current CMF policy allows the FEP to place a participant in CMF prior to verifying employment. New CMF+ policy prohibits changing a participant's placement to CMF+ until the FEP verifies employment. The FEP may place a participant in CMF until verification is received. CWW will determine if a CMF or CMF+ placement is valid or invalid, but it will not prevent the CMF or CMF+ placement selection. When the FEP receives verification that minimum work requirements are met for CMF+, the FEP must update the CMF case and change the placement to CMF+.

INITIATE ELIGIBILITY PAGE

Prior to placing a W-2 participant in CMF+, the FEP must follow the same procedures as the existing CMF placement and update the **Employment Page** and run and confirm eligibility.

CWW will display updated text for the W-2 checkbox on the **Initiate Eligibility** page that allows CWW to run eligibility while ignoring income and assets:

Initiate Eligibility
Cancel

Page Completion Status: **All pages are complete, you may proceed to eligibility by clicking the 'Next' button.**

What would you like to do?

Run Eligibility

Run Eligibility with Date

Effective: / /

Ignore W-2 income and asset tests to allow CMF/+ Placements to begin

Determine Potential FoodShare Supplement

W-2 PLACEMENT PAGE

Prior to selecting the CMF+ placement type on the **W-2 Placement** page, the FEP should enter the **WP** – Working Part-Time activity or **WF** – Working Full-Time activity on CARES screen WPCH in actual phase. CWW will use information from CARES screen WPCH to validate that the work hours meet the minimum requirements for a CMF+ placement.

The CMF+ placement follows the same page and eligibility logic as the existing CMF placement with the addition of the following updates:

- 1 Updated the button text in the **Individual Placement Information** section to include a reference to CMF+.
- 2 Added CMF+ as a placement option in the **Placement** drop-down menu in the **Individual Placement Information** section.
- 3 Added CMF+ as a placement option in the **Placement** drop-down menu in the **Future Placement Information** section.

Individual Placement Information 1 Check for Non-CMF/+ Placement Eligibility

Individual: EFT on file: Account Holder:

Placement: Account Type:

Placement Begin Date: Account Number:

Routing Number:

Reset Add

Individual	Placement	Begin Date	End Date	Invalid	
FIONA ADAMS 34F PP	CMD - CASE MGMT DENIED EXTENSION	09/04/2018			
FIONA ADAMS 34F PP	CMF+ - CASE MGMT FOLLOW-UP PLUS	06/04/2018	09/03/2018		

Future Placement Information Clear

Individual: FIONA ADAMS 34F PP

Placement:

Placement Begin Date:

Episode

Add Work Program PIN Comment

Previous Next

- **Note:** If the FEP overrides current, next, and recurring months of W-2 eligibility, the CMF and CMF+ placements will be the only options available in the **Placement** drop-down menu.

Validation Process for CMF and CMF+

When the FEP adds CMF or CMF+ from the **Placement** drop-down menu in the **Individual Placement Information** section, CWW will determine if the selection is valid or invalid for CMF or CMF+ based on the following criteria:

1. Age of the youngest child in the W-2 group;
2. Number of eligible adults in the W-2 group (used to determine the family type);

3. Whether the W-2 group is receiving Wisconsin Shares;
4. Combined hours of WP and WF activities in actual phase on CARES screen WPCH; and
5. Preceding W-2 placement type.

Placement Validations for CMF and CMF+

CMF and CMF+ placement validation messages will display under the following conditions:

Informational

- FEP selects the existing CMF placement, but the participant appears to meet criteria for a CMF+ placement.

XE144: Placed individual may be eligible for a CMF+ placement based on actual working hours assigned in work programs.

- FEP selects the new CMF+ placement, but the participant does not appear to meet criteria for a CMF+ placement.

XE145: Placed individual may not be eligible for a CMF+ placement based on actual working hours assigned in work programs.

Error

- FEP selects the new CMF+ placement, but the preceding placement was not a TMP, CSJ, or W-2T (or the preceding placement was a CMF placement, and the CMF placement was not directly preceded by a TMP, CSJ, or W-2T).

XE146: Placed individual is not eligible for CMF+ placement; due to prior placement was not a paid placement or a CMF placement preceded by a paid placement.

When a validation message displays, the FEP should determine if a placement change is needed or if updates are needed in CARES (e.g., enter WP or WF activities on CARES screen WPCH in actual phase, update hours for WP or WF activities based on verification received, etc.).

- Note: When the FEP adds a new placement from the **Placement** drop-down menu with the same begin date as the prior placement, CWW will not retain the new placement information. The FEP must return to the **W-2 Placement** page and re-add the new placement to ensure that it is correctly retained.

Future-Dating CMF+

When the FEP selects CMF+ from the **Placement** drop-down menu in the **Future Placement Information** section, CWW will only validate that the preceding W-2 placement type is valid for CMF+. CWW will not determine if the future CMF+ placement is valid or invalid at the time that the FEP makes a future CMF+ placement. For this reason, the FEP should make a CMF+ placement in real time when the FEP verifies employment.

If the FEP enters a future CMF+ placement, on the night before the CMF+ future placement begin date, a CARES batch process will convert the current placement to CMF+. If the CMF+ placement does not meet the criteria for a CMF+ placement, the FEP will receive alert **550 – INDV MAY NOT BE ELIG FOR CMF+**. Similarly, if the FEP enters a future CMF placement and the CMF placement meets the criteria for a CMF+ placement, a CARES batch process will convert the current placement to CMF and the FEP will receive alert **551 – INDV MAY BE ELIGIBLE FOR CMF+**. In both instances, the FEP should determine if a placement change is needed or if updates are needed in CARES.

Auto-ending CMF and CMF+

Currently, the 12-month CMF participation limit counts from the CMF placement begin date to the 365th day in CMF. CWW auto-ends the CMF placement on the 365th day. For example, a CMF placement that began on April 4, 2017 will auto-end on April 4, 2018.

Effective June 23, 2018, CWW will auto-end CMF and CMF+ placements on the 15th day of the 12th month. This change will allow a CMF+ participant to receive a supplemental payment for the 12th month.

Example 1: A CMF+ placement that began on November 11, 2018 (in the middle of a participation period) will auto-end on November 15, 2019. The CMF+ placement extends past 365 days, but the participant will receive a supplemental payment for the 12th month in CMF+.

Example 2: A CMF+ placement that began on August 16, 2018 (at the start of a participation period) will auto-end on August 15, 2019. The CMF+ placement does not extend past 365 days, and the participant will receive a supplemental payment for the 12th month in CMF+.

When moving between a CMF and CMF+ placement without interruptions, the 12-month participation limit does not reset. CWW will count each month in CMF and CMF+ consecutively.

When a CMF+ placement ends in the middle of a participation period, a supplemental payment will not be issued for that participation period.

W-2 POTENTIAL PAYMENT AMOUNTS PAGE

Potential payment information for CMF+ supplemental payments will start from the current participation period if the CMF+ placement starts on the first day of the current participation period. Otherwise, the potential payment information will start from the next participation period.

Below is a screenshot of the **W-2 Potential Payment Amounts** page for a CMF+ placement that began on September 4 (in the middle of the current participation period).

W-2 Potential Payment Amounts

Cancel

Payment Information					
Participation Begin Date	Participation End Date	Estimated Pay Date	Gross Pay Amount	Prorated Pay Amount	Placement
08/16/2018	09/15/2018	09/30/2018	\$653.00	\$400.00	CSJ - COMMUNITY SERVICE JOB
09/16/2018			\$50.00	\$0.00	CMF+ - CASE MGMT FOLLOW-UP PLUS

BENEFIT ISSUANCE

The CARES Benefit Issuance (BI) subsystem will disburse monthly CMF+ supplemental payments by paper check or through Electronic Funds Transfer (EFT). CARES will process the CMF+ supplemental payment through the monthly W-2 Pulldown cycle.

CMF+ supplemental payment history will be available on CARES screen IQAF under the same benefit type as other W-2 payments: **MN** – Monthly. To determine if a \$50.00 payment on IQAF was issued for a participation period in the CMF+ placement, the FEP must check the **W-2 Placement Summary** page in CWW.

AUXILIARY PAYMENTS FOR RETURNED CHECK OR FAILED EFT

Auxiliary payments for CMF+ supplemental payments are allowed only when replacing a failed EFT payment or a returned check. W-2 agencies must request and approve a CMF+ auxiliary payment resulting from a failed EFT or a returned check.

Effective August 15, 2018, two new auxiliary reason codes will be available to track CMF+ auxiliary payments from other W-2 auxiliary payments:

REASON CODE	DESCRIPTION
967	REPLACE FAILED EFT WITH CHECK FOR CMF+
CM+	REPLACE RETURNED CHECK FOR CMF+

Use of these reason codes will ensure that CARES will not count the auxiliary payment towards the federal 60-month time limit. For this reason, the FEP must crosscheck the CMF+ placement with the participation period for the failed EFT or returned check and correctly tie the auxiliary payment request to the CMF+ benefit number.

Chapter 2 of the Benefit Issuance (BI) Guide will be updated with the next BI Guide release.

WEB INTELLIGENCE (WEBI) REPORTS

Effective June 23, 2018, two new WebI reports will be available:

CMF+ Report 01: CMF+ Potentially Qualified Participants Report

CMF+ Report 01 will list existing CMF cases whose prior placement was TMP, CSJ, or W-2 T and identify which cases potentially qualify for the CMF+ placement.

CMF+ Report 02: CMF+ Monitoring Report

CMF+ Report 02 will identify any CMF+ cases that meet the CMF+ placement requirements.

The CMF+ reports will be available daily. W-2 agencies should review cases that show up in the CMF+ reports and determine if placement changes are needed or if updates are needed in CARES.

NOTICES

Effective June 23, 2018, the W-2 placement notice (AELR) for CMF+ will include appropriate text for the new CMF+ placement. [See attached Wisconsin Works Placement Notice \(CMF+\)](#).

FORMS AND PUBLICATIONS

The *Benefits and Services offered with Wisconsin Works (W-2)* brochure has been updated to reflect eligibility for individuals receiving case management services to receive a monthly \$50 supplemental payment. The brochure will be available in the DCF Forms and Publications repository on June 25, 2018. [See attached Benefits and Services offered with Wisconsin Works \(W-2\) brochure](#).

TRAINING

Training on Case Management Follow-up Plus (CMF+) is available on the [Partner Training Team \(PTT\) Learning Center](#).

AGENCY ACTION

W-2 agencies must familiarize staff with Case Management Follow-up Plus (CMF+) policies and CWW system changes and update any relevant standard operating procedures.

ATTACHMENTS

[W-2 Manual, Section 7.2.3.5 Case Management Follow-up Plus \(CMF+\)](#)

[W-2 Manual, Section 2.9.2.4 Employment During Up-front Job Search](#)

[W-2 Manual, Section 2.10.2 State 60-Month Lifetime Limit](#)

[W-2 Manual, Section 2.10.9 Federal 60-Month Lifetime Limit](#)

[W-2 Manual, Section 6.2.1 Developing the Employability Plan](#)

[W-2 Manual, Section 6.3.2 W-2 Work Participation Documentation, Verification and Supervision](#)

[W-2 Manual, Section 7.2.1 Unpaid Placements](#)

[W-2 Manual, Section 7.2.3 Case Management Follow-up \(CMF\)](#)

[W-2 Manual, Section 7.2.3.1 General CMF participant Description Characteristics](#)

[W-2 Manual, Section 7.2.3.2 Case Management Services for CMF and CMF+ Participants](#)

[W-2 Manual, Section 7.2.3.3 Job Loss and Reduction in Hours in CMF and CMF+](#)

[W-2 Manual, Section 7.2.4 Unemployed Individuals Capable of Obtaining Employment \(CMJ\)](#)

[W-2 Manual, Section 10.2.5.3 Moving from CMF+ to Paid Placements](#)

[W-2 Manual, Section 10.6.1 W-2 Payment Designation](#)
[W-2 Manual, Section 14.2.2 Re-Determination of W-2 Placement for Two-Parent Households](#)
[Wisconsin Works Placement Notice \(CMF+\)](#)
[Benefits and Services offered with Wisconsin Works \(W-2\) brochure](#)

CONTACTS

For W-2 Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional Coordinators

For W-2 Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For W-2 CARES Processing Questions: W-2 Help Desk

DCF/DFES/BWF/CH and BY
DCF/DECE/BELP/KS
DHS/DMS/BEPS/SM and RW